

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **May 19, 2016** at **5:15 p.m.** at the **Brown County Ashwaubenon Branch Library, 1060 Orlando Drive, Green Bay WI**

PRESENT: CHAD BIANCHI, NATHAN JESKE, DAVID RUNNING, JOHN VAN DYCK and JOHN VANDER LEEST

EXCUSED: MIKE AUBINGER, BOB NIELSEN, and CHRISTOPHER WAGNER

ALSO PRESENT: Brian Simons, Curt Beyler, Lori Denault, Sue Lagerman, and Emily Rogers (staff); Bill Meindl (GB Development News), Larry Haworth (GB Are Railroaders Club); Beth Lemke (Neville Public Museum)

CALL TO ORDER Vice-President Jeske called the meeting to order at 5:24 p.m.

II. APPROVE AGENDA AND MINUTES

There were no changes to the agenda or minutes. **Motion** by Bianchi, seconded by Vander Leest, to approve the agenda and the April minutes. **Motion carried.**

III. COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC None.

IV. LIBRARY BUSINESS

A. Financial Manager's Report, Bills and Donations

There were no bills out of the ordinary. L. Denault reviewed the financial and donation report as of April 30, 2016. It is projected that the library will not meet the turnover reduction amount of \$65,000. **Motion** by Vander Leest, seconded by Running, to approve the April, 2016 financial report and April, 2016 Gifts, Grants and Donations as follows:

**Brown County Library
Gifts, Grants & Donations Report
April 2016**

Gifts & Donations

04/06/16	Friends of the Brown County Library	955.88	Program Supplies
			Local History
04/06/16	Bay Area Genealogical Society	100.00	Improvements
04/06/16	Helen Heinz	75.00	Library Improvements
04/13/16	Mary Erickson	10.00	Library Improvements
04/20/16	Friends of the Brown County Library	528.03	Program Supplies
04/20/16	Branch Buddies of the Brown County Library	2,535.93	Program Supplies
04/20/16	James Hayes	50.00	Southwest Programs
04/20/16	Mary Kay Dodson	100.00	Ashwaubenon Furniture
	Ashwaubenon	46.31	Donation Box
	Bookmobile		Donation Box
	East	70.00	Donation Box
	Weyers/Hilliard	19.68	Donation Box
	Central Circulation	61.54	Donation Box
	Kress	25.99	Donation Box
	Pulaski		Donation Box
	Southwest	11.36	Donation Box
	Wrightstown	31.42	Donation Box
	Total Donations	\$ 4,621.14	

Federal & State Grants

4/30/2016	Nicolet Federated Library System	\$ 3,137.41	Collection Development
4/30/2016	Nicolet Federated Library System	18,750.01	Technology Grant
	Total Grants	\$ 21,887.42	

Motion carried.

Motion by Vander Leest, seconded by Bianchi, to move agenda item 8 in respect of Mr. Haworth's time. **Motion carried.**

VIII. DISCUSSION AND POSSIBLE ACTION ON GREEN BAY MODEL RAILROADER'S CLUB LEASE RENEWAL **Motion** by Vander Leest, seconded by Running, to approve a five-year lease. Rent will increase by 2% rounded to the nearest whole dollar beginning in year two as follows:

Year 1: Hold \$495/mo.

Year 2: \$505/mo.

Year 3: \$515/mo.

Year 4: 525/mo.

Year 5: \$536/mo.

Year 6: \$547/mo.

Year 7: \$ 557 /mo.

Additionally, the lease will include two annual options to renew the lease and a mutual option to terminate the lease and vacate the premises with 1-year notification. The Model Railroader's Club will pay separate gas utility for the leased space. **Motion carried.**

V. FACILITIES REPORT

Central lower level remodel: Carpet and ceiling being finished and inspection for occupancy will take place next week.

Central parking lot: Work is progressing and paving will take place in a week, weather permitting.

Southwest addition: Concrete work is finished but the punch list remains. A ribbon cutting will be scheduled soon.

Wrightstown: Collections were flipped and new furniture installation is almost complete.

Motion by Vander Leest, seconded by Van Dyck to approve the Facilities Report. **Motion carried.**

A. OBSERVATION, DISCUSSION AND POSSIBLE ACTION REGARDING ASHWAUBENON BRANCH ROOF The roof poses a safety issue. A solution exists and the library will try to find money in its budget but if the cost goes beyond the budget, the County Board should be asked to cover the overrun up to ~\$5,000. Vander Leest suggested sending a letter to the Ed & Rec chair explaining the solution and the difference in cost between that solution and Boldt Company's previous estimate. It would still be wise to have an engineer look at it before proceeding. **Motion** by Van Dyck, seconded by Vander Leest, to approve roof solution as well as submission of a letter to both the county board and county executive explaining that there may be an overrun. **Motion carried.**

B. DISCUSSION AND POSSIBLE ACTION REGARDING 425 FUNDS

There is some support from the County Executive on the bathroom renovation project. There is a rough estimate but the library is working with Boldt to get a real estimate by May 25. Benefits of this project would be that a majority of doors would be removed (movie theater or airport style). In order to proceed, a resolution (draft is currently with Corp. Counsel) needs to go to PD&T and then to Ed & Rec. and finally to the County Board. If Library Board approves, a bid before July 1, it would be considered encumbered and would meet the July 1 deadline.

After considerable discussion on other uses for 425 funds and after **motion** by Jeske, seconded by Van Dyck to suspend the rules to allow Bill Meindl to speak, there was a **motion** by Vander Leest, seconded by Bianchi to return to regular meeting, there was a **motion** by Van Dyck, seconded by Bianchi, to seek RFP for six public bathrooms. **Motion carried.**

VI. APPROVE POTENTIAL CENTRAL LIBRARY THIRD FLOOR TENANT The potential 3rd floor tenant is computer coding boot camp that would take occupancy in September. Rent would be between \$1200 and \$1500 per month. One office space would be shared with the library's Arduino lab. If successful, the tenant could build out. This proposal is only conceptual at this point because the proposed tenant is seeking financial backing. **Motion** by Vander Leest, seconded by Running, to approve the concept of the potential third floor tenant at the Central Library as well as the pursuit of the computer coding boot camp. **Motion carried.** If funding comes through, a lease would be developed. Van Dyck will support a lease if operation is viable.

VII. DISCUSSION AND POSSIBLE ACTION REGARDING HGA FACILITIES MASTER PLAN An updated, edited version is being worked on and is almost ready to send. This agenda item is deferred until the June meeting.

IX. OLD BUSINESS None.

X. NICOLET FEDERATED LIBRARY SYSTEM Simons attended most of the meeting. DPI is withholding their last payment to the system due to discrepancies. Consolidated plans for Marinette and Menominee have been put off. Delivery charges to them could affect ILLs. Still trying to consolidate systems – this is easy to achieve in theory.

X. PRESIDENT’S REPORT None.

XI. LIBRARY DIRECTOR’S REPORT Updates have been covered.

XII. OLD BUSINESS None.

XIII. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW The June meeting will be held at the Wrightstown Branch.

XIV. ADJOURNMENT

Motion by Vander Leest, seconded by Van Dyck, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 7:30 p.m.

NEXT REGULAR MEETING

June 16, 2016

Wrightstown Branch Library

5:15 p.m.

Respectfully submitted,

Dr. Christopher Wagner, Library Board Secretary
Sue Lagerman, Recording Secretary